



City of Columbus  
Mayor Michael B. Coleman

## Department of Development

Boyce Safford, III - Director

### Building Services Division

757 Carolyn Avenue  
Columbus, Ohio 43224-3218  
(614) 645-7433 (614) 645-7840 FAX

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## **Construction Industry Communication # 04**

**From: Keith Wagenknecht, Chief Building Official**

**Re: Engineer/Architect and Landscape Architect Sealing Policy**

**Requirements:** Ohio Building Code Section 106.3.4.1 requires construction documents to bear the seal of a registered design professional pursuant to Section 3791.04 of the Revised Code.

**Background:** Provide notification of changes to the Ohio Administrative Code Sections 4703-3-1 and 4703: 1-3-01 regarding sealing procedures and to clarify standard requirements by the City of Columbus for sealing of construction documents.

### **Memorandum:**

- The City of Columbus will require the architect's or engineer's seal to be on all drawings in the set of construction documents.
- The first or cover sheet, with sheet index, shall have a raised embossed seal over a signature seal and signature on the sheet.
- Seals may be in any of the following forms: electronic, and embossed seal, or a rubber (wet) stamp.
- Electronic seals and signatures are now permitted but not required.